



# **The City of Riverside**

**Is Seeking An Experienced And  
Dynamic Leader To Serve As  
DEPUTY PUBLIC WORKS DIRECTOR**

Be a part of this exciting, creative, team-focused environment where you can make a difference. This is an exceptional leadership opportunity in a fast-paced, customer-focused organization.





***We invite you to join the City of Riverside, named one of “America’s Most Livable Communities”. Located in one of the fastest growing regions in the nation.***

## THE POSITION

Under general direction, to plan, direct, supervise, and review the activities of the Public Works Department Field Operations Divisions consisting of Solid Waste, Sewerage Systems, and Street Maintenance Divisions. To provide professional and technical staff assistance; and to do related work as required.

**Key department priorities/opportunities the new Deputy Director will be expected to address include:**

- Supervise, coordinate, and review all Public Works Department Field Operations activities; determine scope of projects; evaluate, develop, plan, and schedule Public Works operations, maintenance, and construction programs.
- Oversee the Solid Waste Division integrated waste management programs including automated and manual residential collection services for refuse, green-waste, and recyclable materials; administer and prepare specifications for multi-million dollar contracts including residential and commercial solid waste collection services, (developed rate structures). The Division consists of fifty employees with an operating and capital budget of \$16 million.
- Oversee Street Division programs which include cleaning and maintaining of city streets, keeping the city streets and rights-of-way in good repair to prolong their useful life, ensuring the safety and convenience of all users, and providing weed abatement, vector control, median and reverse frontage landscape maintenance and inspection services, and graffiti removal services. The Division consists of eighty employees with an operating budget of \$7 million.
- Oversee the Sewerage Systems Division that is dedicated to conveying and treating wastewater in the most efficient manner while meeting all regulatory requirements for the City of Riverside and multiple community service districts. The Division consists of 120 employees with an operating and capital budget of \$27 million.
- Develop division budgets; monitor expenditures to maintain budgetary control; accurately forecast revenues and expenditures; and conduct annual performance audits, efficiency, and cost-effective maintenance studies.
- Represent the Public Works Department at a variety of meetings including City Council, civic groups, and governmental agencies; serve as management liaison to other departments and agencies.
- Anticipate and respond to citizen requests to meet established customer service objectives; respond to difficult citizen inquiries and complaints.
- Develop, plan and implement action on adopted policies; ensure accurate record-keeping; assist in resolving work problems and interpret departmental policies to subordinates, other departments, and the public.
- This position will supervise professional and office staff and provide complex managerial, administrative, analytical, and financial support to the Public Works Director and the Public Works Department.

## IDEAL CANDIDATE

The ideal candidate for this position will be an experienced local government professional who possesses exceptional oral and written communication skills; excellent supervisory, managerial and leadership skills; proven operational management and policy development; superior analytical and problem solving skills and a “big picture” approach to fiscal management; strong commitment to providing quality customer service; ability to develop and maintain effective, collegial relations with City staff and elected officials; ability to understand and interpret complex accounting procedures; ability to work as needed during non-business hours, attend conferences and seminars to receive updated information on new laws and regulations.

A career history that reflects implementing organizational, systems/processes, and service delivery improvements is critical to ensuring one's success in this position. Desirable candidates will have a proven track record of managerial effectiveness in addressing significant goals and projects, and enhancing internal systems, customer service delivery and business practices.

***It is the people that make Riverside special...***

The candidate selected will be a professional who:

- Is a gifted visionary who is skillful at implementing change and improvement, and views change as a welcome opportunity, as opposed to a mandate.
- Practices superior interpersonal and communication skills to assist him/her and others with strengthening internal and external relationships with customers and stakeholders.
- Possesses a sophisticated understanding and background in performance management and measurement.
- Is naturally motivated and results-driven.
- Enjoys the leadership of people by placing a high degree of importance on professional development and proactively developing talent and capabilities in others.
- Exhibits an abundance of energy that is contagious resulting in sustainable momentum being evident throughout the organization.
- Demonstrates sound strategic thinking and judgment around complex and sometimes controversial issues and decisions.

Necessary Special Requirement: Possession of, or the ability to obtain, an appropriate, valid Class "C" California Motor Vehicle Operator's License.

Examination: Applications will be screened and qualified/successful candidates may be invited to compete in an oral exam.

## EDUCATION AND EXPERIENCE

**Education:** Equivalent to a Bachelors degree in Public Administration, Civil Engineering, or a related discipline from an accredited college or university. A Master's degree is highly desirable.

**Experience:** A range of seven to ten years of increasingly responsible experience related to maintenance management, construction, or engineering of which at least five years were in a management/supervisory capacity. Experience with budget and strategic management, contract administration, and familiarity with typical public works functions is desirable.

## COMPENSATION

The Deputy Public Works Director/Field Operations is a management level position. The salary is \$104,376–\$139,860 annually.\* The City offers an attractive benefits package, the central provisions of which are as follows:

- **Retirement** - The City is a member of the State of California Public Employee's Retirement System (PERS) and uses the 2.7% at 55 formula. The City pays approximately \$695 to \$932 per month of the employee's contribution toward the State Retirement Plan (PERS).
- **Health Insurance** - The City offers five health insurance plans and contributes up to \$781 per month for employee and dependent coverage.
- **Dental Insurance** - The City provides two dental insurance plans and contributes \$45 per month.
- **Life Insurance** - The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary plus \$1,000 to a maximum of \$500,000.
- **Deferred Compensation** - The City contributes up to \$200 per month to a deferred compensation plan for a minimum employee contribution.
- **Leave Benefits** - Includes all of the typical vacation, sick leave, bereavement leave and holiday benefits.

\*Appointment may be made at any step contingent upon qualifications of successful candidate.

***It is the employees that make Riverside great.***

## THE COMMUNITY

Recently named one of "America's Most Livable Communities", Riverside is the largest city within one of the fastest growing regions in the country. As the 12th largest city in California, Riverside has a diverse population of almost 300,000, covering over 80 square miles. Strong elected, civic, and business leadership has enabled a diversified economy, balanced land uses, quality developments, cultural amenities, and a progressive outlook that supports the community today and well into its promising future.

The City is centrally located in the Santa Ana River Valley approximately 60 miles east of Los Angeles and 100 miles north of San Diego. As the City has continued to develop into one of the most economically powerful cities in Southern California, it has maintained its historic virtues and cultural roots.

### Some notable attributes include:

- Community of Neighborhoods - extensive housing options, including affordable single-family homes to executive mansions
- Community of Learning - four internationally recognized institutions of higher education - The University of California, Riverside, La Sierra University, California Baptist University, and Riverside Community College
- Community of Arts and Culture - more than 60 visual and performing arts organizations along with numerous beautiful, historic sites and buildings
- Community of Living - 51 City parks with more than 2,500 acres of open space including a wilderness park, three County parks, and the California Citrus State Historic Park
- Community of Opportunities - a large and diverse economy with the most businesses, jobs, population, and wealth in the Inland Empire

## CITY GOVERNMENT

The City of Riverside was incorporated in 1883 and has operated under the council-manager form of government established by City Charter in 1953. Seven members make up the City Council, elected for four - year terms by geographically designated wards (districts). The Mayor is elected at large and serves as presiding officer of the Council, interprets policies and programs to the community, and serves as official head of the City for ceremonial purposes. The Mayor has a voice in all council proceedings but votes only to break a City Council tie - vote. Members of the Council select a representative among themselves to serve as Mayor-Pro Tem. The City Council appoints the City Manager, City Attorney, and City Clerk in conformance with the City Charter.

The City's total budget of \$653 million reflects a staff of approximately 2,600. The City provides all traditional municipal services and also operates electric and water utilities, a municipal airport and regional library system.

Riverside's emphasis on public participation in the policy development process is evidenced by the establishment of 13 advisory boards and commissions, which review issues and make recommendations on a broad range of topics.

## APPLICATION AND SELECTION PROCESS



### ***An Equal Opportunity Employer***

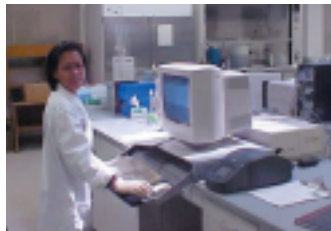
For additional information  
regarding this opportunity,  
contact:

Human Resources Department

Job Code 72161

3780 Market Street, Riverside, California 92501

(951) 826-5808 — Fax (951) 826-2552 — TDD (951) 826-2515 — [www.RiversideCa.gov](http://www.RiversideCa.gov)



**Applications will be accepted until 5:00 pm Friday, February 10, 2006.** To be considered, please submit a City application. Applications will be screened in relation to the criteria outlined in this brochure. Candidates meeting the minimum qualifications will be placed on an eligibility list, which will remain in effect for six months. The eligibility list may be terminated or extended dependent upon supply and demand needs, at which time remaining eligibility list candidates would be notified. Riverside does not reimburse candidates for any expenses incurred as a result of this recruitment. Applications are available on line at: [www.riversideca.gov](http://www.riversideca.gov)

*Our core values are integrity and credibility, commitment to service and action, accountability, inclusiveness and diversity, loyalty, personal growth, innovation, and teamwork.*